

## **DEPARTMENT OF ENROLLMENT**

# **ENROLLMENT APPLICATION PACKET**

**REVISED NOVEMBER 12, 2021**

**INCOMPLETE ENROLLMENT APPLICATIONS WILL NOT BE ACCEPTED.  
APPLICATIONS AND REQUIRED ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED BY FAX OR EMAIL.**

### **CONTACT THE DEPARTMENT OF ENROLLMENT:**

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# ENROLLMENT APPLICATION PACKET

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## SECTION 1 - ELIGIBILITY INFORMATION

The Department of Enrollment follows the Constitution of the Cheyenne and Arapaho Tribes to determine eligibility for enrollment. As specified by the Constitution, the 1967 Base Roll governs all blood quantum records for the Department of Enrollment.

### ELIGIBILITY CRITERIA

To become a citizen of the Cheyenne and Arapaho Tribes, eligibility criteria is as follows:

- 1.) The applicant must have a direct, biological ancestor that was enrolled in the Cheyenne and Arapaho Tribes.
- 2.) The applicant CANNOT be enrolled with any other federally-recognized or state-recognized tribe or nation.
- 3.) The applicant must have a combined blood quantum of at least 1/8th total Cheyenne and Arapaho blood.
  - Northern Cheyenne and Northern Arapaho blood are not accepted.

The applicant is responsible for meeting the Burden of Proof and must supply all required documents to the Cheyenne and Arapaho Tribes Department of Enrollment to prove eligibility.

### ELIGIBILITY FOR TRIBAL SERVICES

Once the applicant is approved for membership by the Department of Enrollment, the applicant is officially a member of the Cheyenne and Arapaho Tribes.

The Department of Enrollment does not currently have a listing of services available to each tribal member. Please visit the Cheyenne and Arapaho Tribes website at [cheyenneandarapaho-nsn.gov](http://cheyenneandarapaho-nsn.gov) to browse tribal programs and services. Contact information for tribal departments and programs is listed on the website.

Each department and/or program has various eligibility requirements for the services they provide. Applicants and recently approved tribal members should contact each tribal department or program for more information regarding program requirements and eligibility criteria.

## SECTION 2 - REQUIRED DOCUMENTS

The Department of Enrollment requires specific documents to determine eligibility. The applicant is responsible for meeting the burden of proof, and they must provide the required documents set forth by the Department of Enrollment. In this application packet, the term REQUIRED DOCUMENTS will be used to refer to both the STANDARD REQUIRED DOCUMENTS and the ADDITIONAL REQUIRED DOCUMENTS if applicable. The STANDARD REQUIRED DOCUMENTS must be submitted with every Enrollment Application. The ADDITIONAL REQUIRED DOCUMENTS are only required for certain situations and do not apply to every applicant.

### STANDARD REQUIRED DOCUMENTS

The documents listed below are the Standard Required Documents that must be submitted with every application to the Department of Enrollment:

- 1.) Completed and Notarized Enrollment Application (incomplete if Enrollment Application not notarized)
- 2.) ORIGINAL Birth Certificate\*
- 3.) ORIGINAL Social Security Card\*

\*Photocopies of any kind are not accepted. Documents cannot be submitted by email, fax, or any other form of electronic submission.

Be sure to double check the spelling on child/parent names, birthdates, and other information on both the birth certificate and social security card. The applicant's name on both documents must match exactly, and the enrolled parent must be listed on the birth certificate (see Additional Required Documents if no enrolled parent listed). If spelling errors are found by the Department of Enrollment, the applicant must have the documents corrected and resubmit the corrected documents to the Department of Enrollment.

### REPLACING ORIGINAL BIRTH CERTIFICATES & SOCIAL SECURITY CARDS

If you do not have your original birth certificate, you can request a replacement from the vital statistics office in the state you were born. Many states have options where replacement birth certificates can be ordered and paid for online. The state of Oklahoma uses VitalChek ([vitalchek.com](http://vitalchek.com)) to process online orders.

Replacement social security cards can be ordered from the Social Security Administration. Some states offer online options to order replacement social security cards. Replacement cards for those living in Oklahoma cannot be ordered online at this time. Replacement cards can be requested by office visit (appointments may be required) or mail. Visit [ssa.gov](http://ssa.gov) for more information.

## SECTION 2 - REQUIRED DOCUMENTS

### ADDITIONAL REQUIRED DOCUMENTS

In addition to the STANDARD REQUIRED DOCUMENTS, the documents listed below are required for special circumstances. All documents listed below must be **ORIGINAL**. Photocopies are not accepted. The additional required documents are subject to change. Some situations that require additional documents may not be listed.

GUARDIANSHIP		ADOPTION	
<ul style="list-style-type: none"> <li>Court Order granting guardianship of applicant</li> </ul>		<ul style="list-style-type: none"> <li>Adoption Decree</li> <li>Amended Birth Certificate</li> <li>Amended Social Security Card</li> </ul>	
NAME CHANGES →	MARRIAGE	DIVORCE	GENERAL
	<ul style="list-style-type: none"> <li>Marriage License</li> <li>Amended social security card</li> </ul>	<ul style="list-style-type: none"> <li>Divorce Decree</li> <li>Amended social security card</li> </ul>	<ul style="list-style-type: none"> <li>Court Order</li> <li>Amended social security card</li> </ul>
PROOF OF PATERNITY →	BIRTH CERTIFICATE	ORDER OF PATERNITY	PATERNITY DNA TESTING
	<ul style="list-style-type: none"> <li>If father is not listed, the birth certificate can be amended to add him.</li> </ul>	<ul style="list-style-type: none"> <li>Court Order that recognizes biological father</li> </ul>	<ul style="list-style-type: none"> <li>Paternity test from an AABB accredited facility</li> <li>Collateral DNA testing not accepted</li> </ul>

### IF THE APPLICANT DOES NOT HAVE AN ENROLLED PARENT

If the applicant does not have an enrolled parent, they must provide documentation that links them to an enrolled tribal member. The link must be established for each parent-to-child relationship. So, if the applicant's grandparent is enrolled but their parent is not enrolled, the applicant will need to provide a birth certificate for their parent with the enrolled grandparent listed on the birth certificate. Orders of Paternity/Maternity or DNA Testing from an AABB accredited-facility (maternity or paternity only; collateral DNA testing not accepted) can also be submitted in place of the birth certificate. Please contact a Research Specialist or Enrollment Coordinator at the Department of Enrollment for additional guidance or questions.

## SECTION 3 - SUBMITTING ENROLLMENT APPLICATION

The Enrollment Application and Required Documents must be submitted together to the Department of Enrollment. If the Enrollment Application is not notarized or if Required Documents are not included, the Enrollment Application will be considered incomplete and returned to the applicant. The Enrollment Application can only be submitted to the Department of Enrollment by mail or by in-person appointment. Electronic submissions of any kind are not accepted.

### SUBMITTING ENROLLMENT APPLICATION BY MAIL

The Enrollment Application and Required Documents can be mailed to the Department of Enrollment. Because the Department of Enrollment will be receiving an unprecedented volume of Enrollment Applications, mail will likely be the fastest, most convenient option.

If you choose to mail your Enrollment Application and original Required Documents, the Department of Enrollment recommends that applicants follow these instructions:

1. Use the United States Postal Service (USPS)
  - a. USPS has federal guidelines and regulations they must follow.
  - b. Private shipping companies are not regulated in the same way USPS is.
2. Use a USPS service that provides a tracking number (priority mail, certified mail, priority express, etc.)
3. ALWAYS mail items to the Department of Enrollment PO Box address (listed on cover sheet)

### HOW ORIGINAL DOCUMENTS ARE RETURNED TO APPLICANT VIA MAIL

Original Required Documents will be returned to the applicant via certified mail once the Department of Enrollment has authenticated and verified all original documents. The Department of Enrollment will mail the original documents back to the applicant 1-2 business days after they are received. The Department of Enrollment will mail items via certified mail (includes tracking number) to ensure the documents are returned to the applicant. The tracking number will not be automatically shared with the applicant, but the applicant can contact the Department of Enrollment for the tracking number if needed.

The Department of Enrollment has no control over the USPS and cannot provide accurate estimates of how long documents will take to reach our office or to reach the applicant once they are mailed from our office. Tracking numbers are the best tool in estimating the shipping time and progress.

SECTION 3 - SUBMITTING ENROLLMENT APPLICATION CONTINUED ON NEXT PAGE —————→

## **SECTION 3 - SUBMITTING ENROLLMENT APPLICATION**

### **SUBMITTING ENROLLMENT APPLICATION BY APPOINTMENT**

The Enrollment Application and Required Documents can be submitted to the Department of Enrollment by in-person appointment. Incomplete Enrollment Applications without the Required Documents are not accepted. Appointments are available on a very limited basis, and appointment slots may be booked for several weeks out. Please consider mailing the Enrollment Application and Required Documents to the Department of Enrollment to expedite the submission process. Electronic submissions of any kind are not accepted.

The Department of Enrollment offers notary services and can notarize the Enrollment Application during your appointment. Remember to bring a photo ID for notary services.

Original Required Documents will be authenticated and verified during your appointment. After the Department of Enrollment examines your original documents, the original documents will be returned to you at the conclusion of your appointment.

Please contact the Department of Enrollment by phone or email (contact info listed on cover sheet) to schedule an appointment or for any other information regarding submitting Enrollment Applications in-person.

## SECTION 4 - APPLICATION APPROVAL FLOW

Once your Enrollment Application and Required Documents are submitted to the Department of Enrollment, the application is processed in the order it was received. The Department of Enrollment Research Team will conduct a thorough review to ensure that each applicant's information is accurate and correct.

The Enrollment Application will go through a 4-Step Verification Process. The process is as follows:

1. Initial Research
2. 1st Verification
3. 2nd Verification
4. 3rd Verification & Final Approval

### APPLICATION APPROVAL FLOW DIAGRAM

The **INITIAL RESEARCH** phase begins when a Research Specialist encodes the application and begins assessing an applicant's eligibility. The Research Specialists traces your lineage back 5 generations for accuracy. If the applicant is a descendant from other tribes, the Research Specialist sends an Enrollment Verification to the other tribe(s) to ensure they are not seeking enrollment elsewhere.



The **1ST VERIFICATION** phase begins when the file is handed off to another Research Specialist. The Research Specialist verifies all research and confirms the member's eligibility and ensures that all research is accurate and error-free. Ineligible applicants are notified during this phase, and their applications do not move forward.



The **3RD VERIFICATION & FINAL APPROVAL** phase is completed by the Executive Director. They review all documents to check for validity and authenticity. Once the enrollment documents are verified, the Executive Director enrolls the applicant in the software system and assigns an enrollment number. The application is now officially approved.



The **2ND VERIFICATION** phase is completed by the Enrollment Office Coordinator. They review all research, Enrollment Verifications, and review enrollment documents to check for errors and to ensure accuracy and validity. If there are no errors, the application moves on to the next phase. Files are returned to the Research Specialists for corrections if errors are found before continuing to the next phase.



You will receive an **APPROVAL NOTICE** about 10-14 days after your application is approved. An acceptance letter and a CDIB will be mailed to your current mailing address to notify the applicant of the enrollment decision. The applicant can contact departments/programs for services and eligibility requirements.



## SECTION 5 - FREQUENTLY ASKED QUESTIONS (FAQ'S)

Here are some FAQ's to review before submitting your application. If you have additional questions that are not answered in this section, please contact the Department of Enrollment by email or phone.

**Q: HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE APPROVED?**

A: The total processing time varies for each application. If an applicant is a descendant of multiple tribes, the processing time is usually longer because the Department of Enrollment has to obtain Enrollment Verifications from multiple tribes. Additionally, the volume of applications in the Department of Enrollment greatly impacts the total processing time. Other factors that may impact processing time include (but are not limited to) blood quantum discrepancies, spelling errors/discrepancies on birth certificates and other original documents, failure to turn in all Additional Required Documents, and Department of Enrollment staff availability.

**Q: I CAN'T TRAVEL TO THE DEPARTMENT OF ENROLLMENT OFFICE, BUT I AM NOT COMFORTABLE MAILING MY ENROLLMENT APPLICATION AND REQUIRED DOCUMENTS. ARE THERE ANY ALTERNATIVE SUBMISSION METHODS FOR THE ENROLLMENT APPLICATION AND REQUIRED DOCUMENTS?**

A: Enrollment Applications and Required Documents must be submitted via mail or in-person appointment, and there are no other submission methods. Please read SECTION 3 thoroughly for the Department of Enrollment's recommendations on mailing the Enrollment Application and Required Documents to our office.

**Q: CAN I OBTAIN COPIES OF MY ORIGINAL DOCUMENTS FROM THE DEPARTMENT OF ENROLLMENT?**

A: The Department of Enrollment is not an authorized issuing agency for birth certificates, social security cards, or other confidential records in your Enrollment file. All records and copies of original documents are considered property of the Department of Enrollment, and they cannot be reissued for any reason. The individual must request replacement documents from the appropriate issuing agency. Please see SECTION 2 for information on replacing birth certificates and social security cards. If you need assistance identifying the appropriate issuing agency for replacement documents, please contact the Department of Enrollment.

**Q: CAN THE DEPARTMENT OF ENROLLMENT ASSIST ME WITH RESEARCHING MY GENEALOGY?**

A: The Department of Enrollment does not assist with personal genealogy research and cannot release information regarding ancestors. The Department of Enrollment requires all staff members to follow strict confidentiality policies. There are a number of genealogy resources online that individuals can refer to.

**Q: I DON'T HAVE ALL THE REQUIRED DOCUMENTS LISTED IN SECTION 2. CAN I SUBMIT MY ENROLLMENT APPLICATION WITHOUT SOME OF THE REQUIRED DOCUMENTS?**

A: No, the Department of Enrollment will not accept the Enrollment Application without the Required Documents listed in Section 2. The Enrollment Application and any other attachments will be returned to the applicant.

## SECTION 5 - FREQUENTLY ASKED QUESTIONS (FAQ'S)

**Q: I'M NOT SURE IF I WILL BE REQUIRED TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS. HOW CAN I FIND OUT IF ADDITIONAL REQUIRED DOCUMENTS ARE NEEDED WITH MY APPLICATION?**

A: If you think you may be required to submit Additional Required Documents (see SECTION 2) but are not sure which documents are needed, you can call or email the Department of Enrollment to speak with a Research Specialist about your situation. They can help you identify which Additional Required Documents may apply to your situation and can help you identify where you can obtain the documents.

**Q: IF I MAIL MY ENROLLMENT APPLICATION AND REQUIRED DOCUMENTS, WILL MY ORIGINAL DOCUMENTS BE RETURNED TO ME?**

A: Yes, your original documents will be returned to you. Please thoroughly review SECTION 3 for information on how the Department of Enrollment returns original documents via mail.

**Q: WHEN CAN I OBTAIN A TRIBAL ID CARD?**

A: Once you are officially enrolled with the Cheyenne and Arapaho Tribes, you can obtain a tribal ID card at the age of 16. Tribal ID cards can be requested by mail, or they can be issued during an in-person appointment. If you have never had a tribal ID card, you will be required to prove your identity with a birth certificate or a state-issued photo ID. A custodial parent/guardian must be present for a minor's tribal ID card to be issued. Tribal ID cards can be issued to tribal citizens that are 15 years old if they need a photo-ID for work purposes. Tribal ID cards will not be issued to children under the age of 15 for any reason, including travel, as photo ID's are not required by the TSA for children under the age of 18.

**Q: CAN THE DEPARTMENT OF ENROLLMENT GUARANTEE THAT I GET ENROLLED BY A CERTAIN DATE?**

A: The Department of Enrollment cannot guarantee that applicants will be enrolled in a certain timeframe or by a specific date. Your application will be processed in the order it was received, and the Department of Enrollment will approve your application as quickly as possible. Remember, there are several factors that impact an application's total processing time, and the Department of Enrollment must take all steps necessary to ensure that your records are accurate and valid.

**Q: WILL I RECEIVE A PER CAPITA PAYMENT IF MY APPLICATION IS PENDING?**

A: No, you will not receive a Per Capita Payment if your application is pending at the time the Legislators approve the Per Capita allocation. The Legislators approve a specific amount of money to be allocated for the Per Capita payment. The total amount allocated is then divided by the total enrolled population at that time. Additionally, there may be restrictions on which tribal members receive the Per Capita Payments.

## SECTION 5 - FREQUENTLY ASKED QUESTIONS (FAQ'S)

**Q: I NEED TO PROVIDE PROOF THAT I HAVE A PENDING APPLICATION. WHO SHOULD I CONTACT?**

A: Once your Enrollment Application is submitted to the Department of Enrollment, a Research Specialist can provide a letter to confirm you have a pending application on file. We do not provide pending letters to those who are not eligible for enrollment.

**Q: WHAT IF THE DEPARTMENT OF ENROLLMENT FINDS THAT ADDITIONAL REQUIRED DOCUMENTS ARE NEEDED AFTER I TURN MY APPLICATION IN?**

A: A Research Specialists will contact you to tell you what you need to submit to our office. Please make sure to keep your phone number and mailing address current with the Department of Enrollment, so that a Research Specialist can contact you for any issues that may come up in the research process. If we cannot contact you with the contact information provided or you do not submit the required documents to our office, your application will be shredded after 6 months of the first notice attempt, and you will be required to resubmit a new Enrollment Application and Required Documents to our office.

**Q: WHAT IF I NEED TO UPDATE MY CONTACT INFORMATION WITH THE DEPARTMENT OF ENROLLMENT DURING THE APPLICATION PROCESS?**

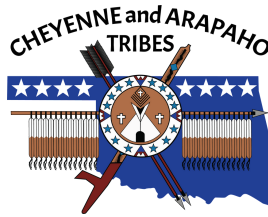
A: Please contact the Department of Enrollment for instructions on how to update contact information while your application is pending.

**Q: WHAT IF THERE IS AN ERROR ON ONE OF MY REQUIRED DOCUMENTS?**

A: You will be required to obtain a corrected document from the corresponding issuing agency. When you first receive your documents from the issuing agency, be sure to check all the information on your original documents (birth certificates, social security cards, court orders, etc.) and make sure all names are spelled correctly and birthdates are correct. Unfortunately, misspellings and discrepancies are not uncommon on original documents. If an error or discrepancy is found during the research process, a Research Specialist will notify you, and they will give you directions on how to obtain the corrected documents. If you fail to submit the corrected documents to the Department of Enrollment, your Enrollment Application will be shredded after 6 months, and you will have to reapply with a new Enrollment Application and resubmit Required Documents. Extensions to the 6 month time limit can be granted as long as you keep in contact with the Research Specialists.

**Q: WILL THE DEPARTMENT OF ENROLLMENT NOTIFY ME AS MY APPLICATION MOVES THROUGH THE APPROVAL PHASES?**

A: No, you will not be notified as your application moves through the approval phases. You will only be notified by mail after your application is approved. However, you are welcome to call or email the Department of Enrollment at any time to check the status of your application.



## SECTION 6 - ENROLLMENT APPLICATION

Please complete all sections on this form in **BLUE OR BLACK INK**. Do not leave any section blank or this form will be considered incomplete.  
FORM MUST BE NOTARIZED OR IT WILL BE CONSIDERED INCOMPLETE. PLEASE DO NOT USE WHITEOUT.

### GENERAL APPLICANT INFORMATION

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST SUFFIX

DO YOU USE AN ALIAS (OTHER NAME): YES NO IF YES, LIST ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ SEX: M F  
MONTH DAY YEAR

### CONTACT INFORMATION

MAILING ADDRESS: \_\_\_\_\_  
PLEASE INCLUDE APARTMENT/UNIT NUMBER IF APPLICABLE

\_\_\_\_\_  
CITY STATE ZIP CODE

PRIMARY PHONE NUMBER: \_\_\_\_ - \_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_ - \_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### FAMILY & OTHER TRIBE(S) INFORMATION

DO YOU HAVE AN ENROLLED PARENT? YES NO IF YES, LIST NAME: \_\_\_\_\_

IF NO, LIST NAME & RELATIONSHIP OF LAST ENROLLED ANCESTOR: \_\_\_\_\_

ARE YOU A DESCENDANT OF ANY OTHER TRIBE(S)? YES NO IF YES, PLEASE LIST TRIBE(S) ON LINE BELOW: \_\_\_\_\_

### CERTIFICATION

By signing below, I certify that all information I provided is true and correct. I acknowledge that it is my responsibility to keep my contact information updated with the Department of Enrollment. I also understand that I will be required to follow all instructions and requirements set forth by the Department of Enrollment, and the information I provide will be used to determine my eligibility for enrollment with the Cheyenne and Arapaho Tribes.

SIGNATURE OF APPLICANT OR PARENT/GUARDIAN

DATE

This box is for NOTARY USE ONLY - PHOTO ID is REQUIRED for notary services. Enrollment Application will be considered INCOMPLETE without notary certification.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY  
SEAL

\_\_\_\_\_  
Notary Public Signature



## SECTION 7 - AFFIDAVIT OF CUSTODY

FOR ENROLLMENT APPLICANTS UNDER 18 YEARS OF AGE. ADULT APPLICANTS CAN LEAVE THIS PAGE BLANK.

Please complete all sections on this form in **BLUE OR BLACK INK**. This section must be completed by legal parent/guardian.

The purpose of the AFFIDAVIT OF CUSTODY is to establish the custodial parent(s) for each child that applies for enrollment with the Cheyenne and Arapaho Tribes. Only the individuals listed below will be able to update or access any information with the Department of Enrollment, and they will be listed as the minor applicant's official parent(s)/guardian(s) with the Cheyenne and Arapaho Tribes.

By default, the biological parents listed on the birth certificate have equal parental rights to the child. A custody order from a county or tribal court is needed to establish a formal custody agreement between both parental parties.

If anyone else besides the parent(s) is taking care of the child, a formal guardianship order from a state or tribal court will be needed to declare a legal relationship with the minor.

### MINOR APPLICANT INFORMATION

_____	_____	_____
FULL NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER

### CUSTODIAL PARENT(S)/GUARDIAN(S) INFORMATION

_____	_____
FULL NAME	RELATIONSHIP TO APPLICANT

_____	_____
FULL NAME	RELATIONSHIP TO APPLICANT

By signing below, I certify that all information I provided is true and correct. I acknowledge that it is my responsibility to keep my contact information updated with the Department of Enrollment. I understand that individuals listed as the custodial parent(s)/guardian(s) must work together to update any information to the above-mentioned child's information on record with the Department of Enrollment. I understand that only the individual(s) listed on this Affidavit of Custody will be able to update or access the above-mentioned child's information.

\_\_\_\_\_  
SIGNATURE OF PARENT(S)/GUARDIAN(S)

\_\_\_\_\_  
DATE

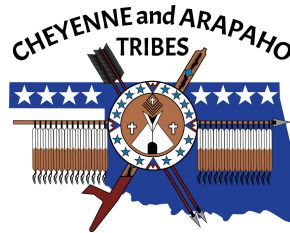
**This box is for NOTARY USE ONLY - PHOTO ID is REQUIRED for notary services. Enrollment Application will be considered INCOMPLETE without notary certification.**

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY  
SEAL

\_\_\_\_\_  
Notary Public Signature



## SECTION 8 - APPLICANT CHECKLIST

This checklist helps each applicant determine if they are ready to submit their Enrollment Application and Required Documents to the Department of Enrollment. Please read each section carefully.

### • ENROLLMENT APPLICATION (SECTION 6, PAGE 13)

Is each line on the Enrollment Application filled out completely and correctly?

\_\_\_\_\_ If no, please go back and complete all portions of the application.

\_\_\_\_\_ If yes, please move on to the next question.

Is the Enrollment Application notarized?

\_\_\_\_\_ If no, please have application notarized before submitting to the Department of Enrollment.

\_\_\_\_\_ If yes, please move on to the next question.

### • REQUIRED DOCUMENTS (SECTION 2, PAGES 4 & 5)

Do I have my ORIGINAL Required Documents (birth certificate, social security card, and any Additional Required Documents described in SECTION 2)?

\_\_\_\_\_ If no, please review SECTION 2 and obtain original documents before completing Enrollment Application.

^ Contact a Research Specialists if you are unsure if you will be required to submit any Additional Required Documents.

\_\_\_\_\_ If yes, please move on to next question.

### • AFFIDAVIT OF CUSTODY (SECTION 7, Page 13)

If the applicant is a child under 18 years of age, did the parent(s)/guardian(s) complete the Affidavit of Custody and have it notarized?

\_\_\_\_\_ If no, please go back and complete the Affidavit of Custody and have it notarized.

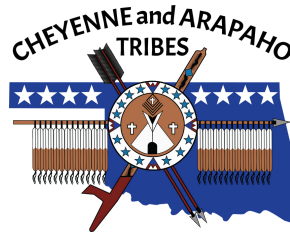
\_\_\_\_\_ If yes, move on to the next section.

### • SUBMIT ENROLLMENT APPLICATION & REQUIRED DOCUMENTS

If you have answered NO to any of the questions listed above, please follow the directions listed before submitting your application.

If you answered YES to all questions listed above, you are ready to submit your Enrollment Application to the Department of Enrollment. Please review SECTION 3 for instructions on how to submit Enrollment Application and Required Documents.





## SECTION 9 - APPLICANT RECEIPT

THIS PAGE WILL BE COMPLETED BY A DEPARTMENT OF ENROLLMENT STAFF MEMBER WHEN YOUR ENROLLMENT APPLICATION AND REQUIRED DOCUMENTS ARE SUBMITTED.

### THIS SECTION FOR DEPARTMENT OF ENROLLMENT USE ONLY.

APPLICANT NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

PARENT(S)/GUARDIANS(S): \_\_\_\_\_

ORIGINAL BIRTH CERTIFICATE: YES NO ORIGINAL SOCIAL SECURITY CARD: YES NO

ADDITIONAL REQUIRED DOCUMENTS: NONE REQUIRED YES, SEE BELOW

LIST ANY ADDITIONAL REQUIRED DOCUMENTS INCLUDED:

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DATE RECEIVED: \_\_\_\_\_ APPLICATION SUBMITTED BY: APPOINTMENT MAIL

INTAKE STAFF SIGNATURE: \_\_\_\_\_

ORIGINAL DOCUMENTS RETURNED: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

RECEIPT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OR

TRACKING NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_